



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT  
INST 4000.2  
N02M  
24 APR 2003

### COMNAVREG MIDLANT INSTRUCTION 4000.2

Subj: STANDARDIZED BASE OPERATING SUPPORT (BOS) PROVIDED BY  
COMMANDER, NAVY REGION, MID-ATLANTIC INSTALLATION HOST  
COMMANDS

Ref: (a) DODI 4000.19 (August 9, 1995)  
(b) OPNAVINST 4000.84 (Series)  
(c) CNO WASHINGTON DC 232007Z Jul 98  
(d) ASN (FM&C) Memo of 9 Jul 1998  
(e) CNO WASHINGTON DC 192215Z Dec 97 (NAVOP 015/97)  
(f) CNO (N4) Memo 002-98 Ser 4000 of 6 Jan 98  
(g) NAVSO P-1000 Financial Management Policy Manual  
(h) CINCLANTFLT ltr 5450 Ser N462/214 of 6 Apr 99

Encl: (1) BOS Specific Provisions  
(2) Table of Services and Providers

1. Purpose. To promulgate an inventory of standardized Base Operating Support (BOS) provided by Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) Installation Commanders (ICs), as Hosts, to installation tenants and supported activities. This inventory provides a summary of BOS functions performed by COMNAVREG MIDLANT commands for establishing Support Agreements (SA).

2. Scope. This instruction covers COMNAVREG MIDLANT ICs who, as hosts to tenants and supported activities, are responsible for provision of core BOS functions. Enclosures (1) and (2) identify recurring and routine BOS services provided by ICs, establishes parameters for service delivery, and supersedes all current host/tenant SAs for BOS services. Reference (a) provides guidance for the interservicing support program and preparation of Department of Defense SAs with additional host/tenant relationships covered in references (b) and (c).

3. Background. As outlined in references (d) through (g), the Department of the Navy streamlined the management of shore installations through the Installation Claimant Consolidation

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(ICC). It also permitted the consolidation and realignment of BOS functions for a more efficient and effective use of ever-decreasing resources. The Chief of Naval Operations (CNO) approved the realignment of area Navy BOS assets under a single claimant, Commander, U.S. Atlantic Fleet (COMLANTFLT). The organizational concept for realigning the Hampton Roads Navy Concentration Area (NCA) under COMNAVREG MIDLANT was approved by reference (h). CNO approved a standardized SA template for Navy-wide usage. Enclosure (1) has been prepared from that template and serves as the basis for preparation of host/tenant SAs for provision of BOS functions within the Hampton Roads NCA with COMNAVREG MIDLANT's area of responsibility.

4. Responsibilities. This instruction will preclude the need for numerous individual SAs by ICs for provision of routine, customary and standardized BOS for tenants and supported activities. Supplemental SAs may be negotiated incorporating site-specific wording for clarity, however, the wording provided in enclosure (1) of this instruction establishes the standard for normal and routine BOS services. Any tenant or supported activity that requires services beyond levels identified in enclosure (1) must negotiate a separate SA with the supplying Program Manager (PM) or IC, as identified in enclosure (2). Services provided above standard levels, in excess of routine and customary provision, require reimbursement. Additionally, support services provided Navy Working Capital Fund (NWCF) activities, which are required to "pay their way", require full reimbursement for all support received. Support services provided on a reimbursable basis or support provided NWCF activities require negotiation of a separate SA.

5. Action. Host commands are encouraged to issue a command instruction, using enclosures (1) and (2), to all receivers of BOS to identify standard service levels and to obviate need for individual non-reimbursable SAs and to negotiate individual SAs as receiving activity requirements dictate.



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NAVSUPPACT Norfolk

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NCTAMSLANT (PM Information Technology)

HRO Norfolk

HRO Mechanicsburg

LANTORDCOM

PWC Norfolk (Regional Engineer)

NAVSUPPACT Mechanicsburg, Philadelphia DET

**SUBFUNCTION**      **DEFINITION****SUPPLIER WILL****RECEIVER WILL****CORE BUSINESS AREA: AIRFIELD SUPPORT AIRFIELD OPERATIONS**  
**FUNCTION: AIR OPERATIONS****Airfield Logistics**

A subfunction that consists of all activities that provide support to airfield administration and management, transportation support, air crew training, search and rescue, and aviation safety.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Air Traffic Control**

A subfunction that consists of the activities that exist primarily to provide air traffic control services for the installation to assure the orderly and expeditious movement of aircraft departing, landing, or approaching the airfield for landing.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Aviation Fuel Support**

A subfunction that consists of activities funded by the installation that are involved with fuel receipt/delivery and defueling services for aircraft.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Ground Electronics**

A subfunction that consists of the activities that provide maintenance and support for ground electronics, navigation aids, and radios for air operations. This includes corrective maintenance, inspection, testing, calibration, alignment, installation, and repair.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational requirements.

**T-Line/Airfield Facilities**

A subfunction that consists of all activities that provide flight line and runway support including operation and maintenance of ground support equipment (GSE), arresting gear and aircraft salvage equipment supported by installation BOS funding.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**FUNCTION: OTHER AIR OPERATIONS**

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Auxiliary-Airfield Support	Major Auxiliary Airfields have many of the same functions and subfunctions as principal airfields. The Auxiliary Airfield subfunction is provided for other (than subfunctions above) activities that exist primarily to support the auxiliary airfield.	Supplier will meet customers planned requirements during normal working hours.	Receiver will notify supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.
Cargo-Handling	A subfunction that consists of all activities involved in receiving, moving, loading and unloading air cargo. It includes activities in support of cargo handling.	Supplier will meet customers planned requirements during normal working hours.	Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.
Crash & Rescue	A subfunction that consists of activities involved in providing aviation crash and rescue support for airfield operations. It includes labor and material used in the operation of crash and rescue boats (including operator-performed maintenance). Also includes special photographic services in connection with air crashes, fires, investigations, and technical or service information.	Supplier will provide IAW DODINST 6055.6, NAVAIR 00-80R-14, and other applicable instructions. Supplier will meet all requirements consistent with class of Airfield.	Receiver will comply with all Supplier directives.
Passenger Terminal Operations	A subfunction that consists of all activities involved in the operation of the terminal and in providing service to passengers. Includes all costs incurred in directing and administering an air terminal facility including dispatching, handling mail, and operating equipment as needed.	Supplier will meet customers planned requirements during normal working hours.	Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**CORE BUSINESS AREA: SEAPORT SUPPORT**  
**FUNCTION: PORT SERVICES**

**SUBFUNCTION**  
Berthing & Hotel Services**DEFINITION**

A subfunction that consists of all activities in support of ships entering or leaving the harbor and moored or anchored within the harbor. It includes harbor pilot services, support provided while moored, weapons and material handling, oily waste disposal, hazardous waste disposal, and fueling of ships. Berthing and hotel services also include provision of fenders, relocation of floating cranes and other activities that support ship's berthing. In addition, it includes maintenance of navigation aids (NAVAIDS) funded by the installation.

**SUPPLIER WILL**

Supplier will meet customers planned requirements during normal working hours.

**RECEIVER WILL**

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Port Logistics**

A subfunction that consists of all activities involved in cargo handling support provided by the installation Port Services organization.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Port Operations Center**

A subfunction that consists of all activities in support of the harbor master and watch team that manage the movement of ships and schedules the delivery of services to ships. It also includes administration, management and training for all Seaport Support functions and Senior Officer Present Afloat (SOPA) Admin support.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**Tugs and Craft**

A subfunction that consists of activities conducted to lease, operate (less pilot services) and maintain tug boats, yard oilers, barges, and other small craft.

Supplier will meet customers planned requirements during normal working hours. Support provided by Port Operations Program Manager.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

**FUNCTION: OTHER PORT OPERATIONS****Degaussing**

A subfunction that consists of all activities in support of the operation and maintenance of the port degaussing range.

Supplier will meet customers planned requirements during normal working hours.

Receiver will notify Supplier of any changes in operational schedule. Receiver will coordinate schedule with Supplier to minimize costs.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Sea Air Rescue	A subfunction that consists of all activities primarily involved in providing a waterborne search and rescue capability. It includes labor and material used in the operation of rescue boats (including installation funded maintenance activities).	Supplier will maintain full contingency capability.	Receiver will comply with all Supplier directives.
Spill Response	A subfunction that consists of all activities that provide the capability to respond to hazardous spills in the harbor associated with operation of the seaport.	Supplier will maintain full response capability.	Receiver will comply with all Supplier directives.
<b>CORE BUSINESS AREA: OTHER MISSION SUPPORT</b>			
<b>FUNCTION: MISCELLANEOUS SUPPORT</b>			
Cemeteries	A subfunction that consists of installation provided BOS funded activities in support of the operation of cemeteries.		
Military-Banking Facility	Provisions in place for the operation of Banking/Savings Credit Union facilities on military installations.		
Mobilization	A subfunction that consists of installation provided BOS funded activities in support of mobilization activities.	Supplier will provide minimal services.	Receiver will comply with all Supplier directives.
Museums	A subfunction that consists of installation provided BOS funded activities in support of the operation of museums.	Supplier will provide minimal services.	Receiver will comply with all Supplier directives.
Health Care Support	A subfunction that consists of installation provided reimbursable BOS funded activities in support of operations and facilities of tenant health and dental care providers.	Health care service provided by BUMED	Receiver will comply with all Provider directives.
Retail Services Support	A subfunction that consists of installation provided BOS funded support of operations and facilities of resident retail service providers.	Retail services provided by NEXCOM	Receiver will comply with all Provider directives.

**SUBFUNCTION**

Commissary Support

**DEFINITION**

A subfunction that consists of installation provided BOS funded support for operations and facilities of a resident commissary.

**SUPPLIER WILL**

Commissary service provided by DECA

**RECEIVER WILL**

Receiver will comply with all Provider directives.

**CORE BUSINESS AREA: COMMUNITY SUPPORT (QOL)****FUNCTION: SHELTER/SUBSISTENCE**

Bachelor Quarters

A subfunction that consists of all activities in direct support of the BQ operation including the purchase, installation and maintenance of PSE.

Supplier will house personnel IAW OPNAVINST 11103.1B. Support basic quarters operations fully.

Receiver will comply with all Supplier directives.

Contract Berthing

A subfunction that includes costs of contracted billeting services for drilling reservists that cannot be accommodated by installation facilities.

Supplier will coordinate contracts to meet receiver requirements.

Receiver will provide requirement estimates to supplier.

Galley

A subfunction that consists of all installation activities in support of the management and operation of the Galley. It includes labor, supplies, and equipment used by the Galley.

Supplier will provide three meals per day, five days per week or current base operation. Provide two meals per day on weekends or as appropriate to meet usage requirements.

Receiver will provide input on requirements for number of meals and schedule of operation.

**FUNCTION: FAMILY HOUSING SUPPORT**

Management and Operations

A subfunction that consists of activities providing BOS support to family housing including family housing management and local area housing coordinator services. The subfunction includes housing office operation and housing referral services as well as refuse collection and disposal, pest control, custodial services, utilities, snow removal, and street cleaning.

Supplier will house personnel IAW OPNAVINST 11101.13 J. Support basic quarters operations fully. Target goal of 99% utilization rate. Utilize BAH as cost parameters for operations and maintenance.

Receiver will comply with all Supplier directives.

Maintenance

A subfunction that consists of activities that provide maintenance support to family housing units. It includes service calls, change of occupancy maintenance, interior/exterior painting, self help, maintenance and repair of exterior utilities and other real property, and quarters cleaning.

Supplier will maintain quarters to achieve customer satisfaction, quality standards and cost efficiencies.



SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Minor Construction & Major Repairs	A subfunction that consists of major repairs and incidental alterations and additions performed on family housing and supporting facilities.	Supplier will replace/revitalize inventory through MILCON/PPV with an end state of achieving the CNO's vision of housing the force.	
Police & Fire Protection	A subfunction that consists of installation funded police and fire protection provided to family housing and reimbursed from FH, N appropriation.	Supplier will fully fund to meet DOD Security and Fire requirements in accordance with relevant DoD, National, State and local standards.	
FUNCTION: MWR			
Management Support	A subfunction that consists of activities that provide common support services to the MWR operation such as G&A support, management, appropriated and non-appropriated fund accounting support, facility capitalization and general marketing activities.	Supplier will provide a quality, varied program of wholesome and constructive recreation and social activities for Navy personnel and their family members IAW BUPERSINST 1710.11C. Supplier will provide general and administrative support required to manage all MWR operations.	Receiver will provide program feedback (via surveys/comment cards) to assist the supplier in meeting program desires.
Category A Activities	A subfunction that contains the following MWR activities: Single Sailor Program; Parks and Picnic Areas; Fleet Recreation; Recreation Centers/Room; Library; Gym/Physical Fitness/Aquatic Training; Sports/Athletics	Supplier will provide Category A mission essential programs for Navy personnel and their families that effectively contribute to the morale, well being, and quality of life IAW BUPERSINST 1710.11C.	Receiver will provide program feedback (via surveys/comment cards) to assist the supplier in meeting program desires.
Category B Activities	A subfunction that contains the following MWR activities: Outdoor Recreation; Community activities; Youth activities; Before and after school care; Automotive Skills; Mantras (w/o resale or Private Boat Berthing); Arts & Crafts; Recreational Information; Tickets and Tours (ITT); Swimming pools; Sports program above intramural level; Bowling (12 lanes or less)	Supplier will provide wholesome and constructive recreation and social activities that effectively contribute to the morale, well being, and quality of life for Navy personnel and their families IAW BUPERSINST 1710.11C, based on available funding.	Receiver will provide program feedback (via surveys/comment cards) to assist the supplier in meeting program desires.

**SUBFUNCTION**

Category C Activities

**DEFINITION**

A subfunction that contains the following MWR activities: Open Messes/Clubs; Fast Food; Catering; Cabins/Cottages; Animal care/Veterinary service; Recreation equipment checkout; Marina services (with Resale/Private Boat Berthing); Golf; Bowling (13 lanes or more); Audio/Photo & Other Resale Activities; Amusement Machine Locations & Centers; Bingo; Motion pictures; Recreation, General

**SUPPLIER WILL**

Supplier will provide revenue generating, non-appropriated funded Category C activities IAW BUPERSINST 1710.11C, fund utilities and transportation of things as appropriate to meet APF funding standards.

**RECEIVER WILL**

Receiver will provide feedback (via surveys/comment cards) to assist the supplier in meeting program desires.

**FUNCTION: CHILD DEVELOPMENT PROGRAM (CDP)**

Center Care

A subfunction that consists of all activities in direct support of the management and operation of the installation center where child development services are provided. It includes management of resources and the provision of referral services that identify other child care services available in the area.

Supplier will provide child development services IAW OPNAVINST 1700.9D. Receiver will comply with all Supplier directives.

In-Home Care

A subfunction that consists of all activities conducted to train, certify, and support families that provide in-home care to eligible children.

Supplier will provide child care services IAW OPNAVINST 1700.9D. Receiver will comply with all Supplier directives.

**FUNCTION: FAMILY SERVICE CENTER (FSC)**

Deployment Readiness

A subfunction that consists of all FFSP services that directly support deployment and mission readiness by preparing service and family members to anticipate, understand and cope with the demands associated with the Navy life cycle and operation tempo.

Supplier will meet readiness support capabilities and quality for accreditation. Receiver will comply with all Supplier directives.

Crisis Response

A subfunction that consists of all FFSP services that provide clinical counseling, advocacy and support services, victim intervention and related victimization education.

Supplier will meet readiness support capabilities and quality for accreditation. Receiver will comply with all Supplier directives.

**SUBFUNCTION**

Career Support/Retention

**DEFINITION**

A subfunction that consists of FFSP services integral to increasing service member retention and building family support for active duty retention plus conduct and implement career support planning over the entire military career span.

**SUPPLIER WILL**

Supplier will meet readiness support capabilities and qualify for accreditation.

**RECEIVER WILL**

Receiver will comply with all Supplier directives.

**FUNCTION: MILPERS SERVICES**

Ceremonial Guard

A subfunction that consists of all of the activities that are part of or support ceremonial guard activities.

Supplier will provide ceremonial guard services IAW COMNAVREG MIDLANT INST 1771.3A

Receiver will comply with Supplier directives.

ESO/Campus

A subfunction that consists of all activities that provide support to the Educational Services Officer and the Campus off-duty education program. Also includes other activities in support of testing and education.

Supplier will provide services within available means.

Receiver will comply with all Supplier directives.

Pay and Personnel Support

A subfunction that consists of all activities that support pay and personnel services for eligible military personnel in the local area. This subfunction includes the operation of existing Personnel Support Detachments (PSDs) when assigned to the installation. It also includes activities involved in the operation of base-wide alcohol abuse education programs and other such services provided to military members.

Service provided by PSA/PSD. Supplier will provide adequate pay and personnel services for eligible personnel in local areas.

Receiver will comply with all Supplier directives.

Restricted Barracks

A subfunction that consists of activities that use installation BOS funds to provide Restricted Barracks services for the local area.

Supplier will meet minimum standards and meets planned requirements.

Receiver will comply with all Supplier directives.

**CORE BUSINESS AREA: FACILITY MANAGEMENT**  
**FUNCTION: PUBLIC WORKS MANAGEMENT**

**SUBFUNCTION**  
Management & Administration

**DEFINITION**  
A subfunction that consists of activities that provide management and administrative support for the entire Facilities Management Business Area. It provides: 1) office services and administrative support, 2) technical and sensitive information control, 3) tracking of capital assets, 4) industrial and vehicle safety, 5) management of human resources, 6) current technical reference materials, 7) management of the Energy Conservation Program, and 8) validation of capital asset records through physical inventories.

**SUPPLIER WILL**  
Services provided by NAVFAC (PWC-Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

**RECEIVER WILL**  
Receiver will comply with all Supplier directives.

**Installation Plans & Engineering.**

A subfunction that consists of activities that provide long-range planning for the use and lay out of the installation's land, facilities, and other capital assets. It also includes activities that provide planning for the acquisition, maintenance, repair, and disposal of facilities and equipment. This includes utilities systems, housing units, buildings and structures, airfields, roads, grounds, waterfront structures, and equipment.

Services provided by NAVFAC (PWC-Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**Real Estate Management**

A subfunction that consists of activities that manage and execute real estate transactions, including leases, for the installation.

Services provided by NAVFAC (PWC-Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**FUNCTION: UTILITIES****Utilities**

Services provided by NAVFAC (PWC-Norfolk) as approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Services provided by NAVFAC (PWC-Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**FUNCTION: FACILITY MAINTENANCE**

**SUBFUNCTION**  
CBU/1st LT/Self Help**DEFINITION**

A subfunction that consists of activities of the CBU and 1st Lieutenant entities in providing maintenance and repair/minor construction and alteration, and general self help work for the installation. For the CBU it includes the BOS costs of projects undertaken for the installation. It also includes the costs incurred by the 1st Lieutenant organization in providing support services and self help work including labor, equipment and supplies. (This work is normally considered part of the other subfunctions within the Facility Maintenance function but will be tracked separately for IMAP purposes.)

**SUPPLIER WILL**

Services provided by NAVFAC (PWC Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

**RECEIVER WILL**

Receiver will comply with all Supplier directives.

**Dredging**

A subfunction that consists of activities that provide dredging services.

Services provided by NAVFAC (PWC Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**Emergency/Service Work**

A subfunction that consists of activities that provide Emergency/Service for installation facilities. The subfunction includes service work (labor class code 01) and emergency work (labor class code 02). Service work is defined as minor in scope, not emergency, and can be accomplished in less than an established number of hours (usually 16). Cost limits are sometimes established. Work with significant material requirements is inappropriate for handling as service work. Emergency work is defined as work which requires immediate action to prevent loss or damage to government property; restore essential services that have been disrupted; or eliminate personnel hazards. The emergency classification assignment continues until the emergency situation has been alleviated.

Services provided by NAVFAC (PWC Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**SUBFUNCTION**  
Maintenance**DEFINITION**

A subfunction that consists of activities that provide facility maintenance and repair not included in Preventive Maintenance or Emergency/Service. It includes both recurring and non-recurring maintenance and repair work. It also includes standing job order work, minor work, and specific maintenance and repair. Routine, recurring, or cyclic work is repetitive in nature. The frequency and scope can generally be increased or decreased without fully eliminating the work. Non-recurring or non-repetitive work requires a one-time fix, and when completed, the problem is generally alleviated.

**SUPPLIER WILL**

Services provided by NAVFAC (PWC-Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

**RECEIVER WILL**

Receiver will comply with all Supplier directives.

**SUBFUNCTION**  
Minor Construction

A subfunction that consists of activities that provide minor construction and alteration work on Navy real property.

Services provided by NAVFAC (PWC Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**SUBFUNCTION**  
Preventive Maintenance

A subfunction that consists of activities that provide installation-wide preventive maintenance. It includes activities that consist of Aug 99, functional responsibilities transferred to examination, lubrication, minor adjustment, and minor repair of dynamic equipment. It is concerned primarily with items that, if disabled, would interfere with essential operations, endanger life and/or property, or involve high cost or long lead time for replacement. This includes periodic inspections and servicing, the monitoring of equipment repairs including labor and materials, and the maintenance of inventory data including spare parts numbers, spare parts stocked, and set-up requirements where necessary.

Services provided by NAVFAC (PWC Norfolk).  
As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.

Receiver will comply with all Supplier directives.

**FUNCTION: BUILDING SERVICES**

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Janitorial	A subfunction that consists of activities that provide janitorial services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Pest Control	A subfunction that consists of activities that provide pest control services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Refuse Collection/ Recycling	A subfunction that consists of activities that provide refuse collection and recycling services including the transfer of marketable items to the servicing Defense Reutilization Management Office (DRMO).	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
<b>FUNCTION: GROUNDS MAINTENANCE</b>			
Grounds Maintenance & Landscaping	A subfunction that consists of activities that landscape and maintain the installation grounds.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Street Sweeping & Snow Removal	A subfunction that consists of activities that clean and remove snow from installation roads, runways, piers and other installation property.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
<b>FUNCTION: TRANSPORTATION</b>			
Management & Administration	A subfunction that consists of activities that provide management and administrative support for the entire Transportation function.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Construction	A subfunction that consists of activities involved with operation and maintenance of construction equipment for installation provided construction support services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Cranes	A subfunction that consists of activities involved with operation and maintenance of cranes in support of installation crane services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
GSE/MHE	A subfunction that consists of activities involved with operation and maintenance of ground support equipment and material handling equipment in support of installation services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Other	A subfunction that consists of activities involved with other transportation equipment support services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Railroad	A subfunction that consists of activities involved with other transportation equipment support services.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Vehicles	A subfunction that consists of activities involved with operation and maintenance of vehicles for the installation, including cars, buses, and trucks plus towing service for the entire transportation fleet.	Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
<b>FUNCTION: ENVIRONMENTAL</b>			
<b>SUB-FUNCTION: Clean-up (Environmental Restoration, Navy (ER,N) Appropriation)</b>			
Installation Restoration Program		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
<b>SUB-FUNCTION: COMPLIANCE</b>			



SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Program Management		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Penalties and Fines		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Monitoring, Auditing and Planning		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Training		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Underground & Aboveground Storage Tanks		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Noise		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Permits - General		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Permits - Air		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Permits - Water		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Permits - Hazardous Waste		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Permits - Potable Water		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Permits - Sanitary Sewer		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Radon & PCB Management		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Waste & Hazardous Material Management		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Response Plans		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
Emergency Response		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
National Environmental Policy Act (NEPA), Clean Air Act (CAA) and Coastal Zone Management Authority (CZMA) Conformity		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
SUB-FUNCTION: CONSERVATION			
Natural/Cultural Resources Conservation		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
SUB-FUNCTION: POLLUTION PREVENTION			
Emergency Planning and Community Right-to-Know Act (EPCRA)		Services provided by NAVFAC (PWC Norfolk). As approved by PWC Norfolk ltr 7100/10A of 25 Aug 99, functional responsibilities transferred to NAVFAC-PWC Norfolk.	Receiver will comply with all Supplier directives.
CORE BUSINESS AREA: PUBLIC SAFETY			
FUNCTION: FORCE PROTECTION			
Disaster Preparedness	A subfunction that consists of activities conducted principally to plan, equip and train the installation to react to large scale disasters that threaten the installation or surrounding community.	Supplier will provide services to protect life and operation of disaster preparedness programs, equipment, and facility support for emergency operations.	Receiver will participate in exercises and assist, as required, in compliance with station directives.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Guard/Security/ Traffic/Law Enforcement/ Crime Prevention	A subfunction that consists of activities providing, 1) guards or sentries to meet security requirements, 2) waterborne security, 3) anti-terrorism protection, 4) pass and decal office operations, and 5) enforcement of traffic regulations. Also consists of activities dedicated specifically to the prevention and investigation of crime. It includes management and administrative support, criminal investigations, military working dogs, armory, crime prevention training, and brig and correctional custody operations.	Supplier will maintain perimeter control and provide force protection/physical security/law enforcement, in accordance with OPNAVINST 5530.14C, for all host/supporting activities' properties. Monitor IDS (24 hrs per day) alarms terminating at police headquarters. Provide IDS with the following: automatic emergency/backup power, electronic line supervision for transmission lines, audible and visual alarm display, routine/emergency maintenance, required testing, record of maintenance, testing, malfunctions, and false alarms. Provide routine building checks after normal working hours.	Receiver of services will comply with host/supporting activity security plans/regulations. Provide host/supporting activity with force protection/physical security plan (update as needed) and have representative attend all host command Physical Security Review Committee/Board meetings. Be responsible for security except as previously noted.
EOD SERVICES	A subfunction that consists of providing emergency response to unexploded ordnance accidents/incidents, improvised explosive devices (IED) and Weapons of Mass Destruction.	Supplier will respond to EOD emergencies requiring diving and air mobility operations for ships, aircraft squadrons, regional shore installations, DOD activities and federal, state, and municipal law enforcement agencies. Provide specific services as promulgated in OPNAVINST 3501.97(series).	Receiver of services will notify provider as soon as a situation becomes known. Receiver of services will comply with host/supporting activity plans/regulations in situations requiring EOD services.
FUNCTION: FIRE & SAFETY			
Emergency Medical Response	A subfunction that consists of activities that are principally involved with providing emergency medical response services to the installation.	Supplier will provide medical response in a timely manner in accordance with relevant DoD instructions, National, State and local standards 24 hour per day/7 days a week.	Receiver will comply with all Supplier directives.
Fire Protection/ HAZMAT	A subfunction that consists of fire prevention, fire fighting, and hazardous material incident response activities. It also includes Fire Prevention Training.	Supplier will provide IAW DODINST 6055.6, National, State and local relevant standards, and other applicable instructions.	Receiver will comply with all Supplier directives.

SUBFUNCTION	DEFINITION	SUPPLIER WILL	RECEIVER WILL
Centrally Managed NAVOSH and Explosive Safety Programs	A subfunction that provides, manages and supports a variety of base-wide NAVOSH and Explosive Safety Programs for commands within Mid-Atlantic Region installations. Included is NAVOSH Programs in the 5100.23 series. NAVOSH services may also include the requirements of OPNAVINST 5100.12 series and OPNAVINST 5100.25 series, Weight Handling Equipment Safety Program, Radiation, and Aviation Gas Free Engineering. The Explosive Safety Program will be administered IAW the requirements contained in NAVSEA OP5. Included is Industrial Hygiene support (to be coordinated with BUMED).	Supplier will administer and manage the safety program requirements identified in the Navy Occupational Safety and Health Program Manual (OPNAVINST 5100.23 series) and the Explosives Safety Program requirements identified in NAVSEA OP5 and will coordinate the ESSA, ESI, AMHAZ, DDESB, and the waiver/exception programs. The following other common functions (e.g., OPNAVINST 5100.12, OPNAVINST 5100.25) will also be managed and administered. This may not be all-inclusive and does not include mission unique safety functions. All Standard Operating Procedures (SOPs) for Explosive Safety Operations will be developed by the cognizant department/command and routed through the Regional Explosive Safety Manager (COMNAVREGMIDLANT) for approval prior to validation and final Commanding Officer (CO) approval. All revisions to Explosive Safety SOPs shall also be routed through the Regional Safety Manager prior to final approval. Activity COs shall approve all SOPs or designate in writing alternate approval authority per NAVSEAINST 8023.11 (series).	Receiver will manage mission unique safety programs and participate in Supplier sponsored committees/boards as requested. Receiver will budget and fund for services which are additional, identifiable, measurable, and can be segregated as being incurred on behalf of the tenant/supported activity.
CORE BUSINESS AREA: COMMAND SUPPORT FUNCTION: COMMAND CO/XO/ Administration	A subfunction that consists of all activities providing direct support to the Office of the Commanding Officer. It includes activities in support of the Executive Officer and the central command administration office. Specific activities included are Command Master Chief, DAPA, Command Managed Equal Opportunity (CMEO), Total Quality Leadership (TQL), Career Counseling, and Command Evaluation.	Supplier will perform during normal working hours.	Receiver will comply with all Supplier directives.

**SUBFUNCTION**  
Chaplain Services/ Religious Ministry**DEFINITION**

A subfunction that consists of all of the activities that provide religious support to military personnel, dependents and retirees. It includes religious services, counseling, and other activities conducted by the installation Chaplain and staff.

**SUPPLIER WILL**

Supplier will facilitate service member's right of free exercise of religion needs. Provide input and secure approval of all religious accommodations requests. Provide frequent ethical guidance to the command on matters of morale and morals, and ethical input on Navy policies. Provide and facilitate weekly worship services. Provide spiritual and moral readiness through pastoral care and religious education to command personnel, 24-hour availability responding within 20 minutes to requests. Weekly workspace visitation, covering all ships/command spaces each month.

**RECEIVER WILL**

Receiver will request service and comply with Supplier regulations.

**FECA**

Federal Employee Compensation Act. Includes compensation for injuries sustained on the job.

Supplier will meet all program requirements for all costs fully transferred.

Receiver will comply with all Supplier directives.

**G&A**

A subfunction that includes general and administrative activities of the command and not reasonably chargeable to other subfunctions at this time. It includes civilian fringe compensation charges such as separation incentive pay, paid out of BOS funds.

Supplier will provide services during normal working hours.

Receiver will comply with all Supplier directives.

**Legal**

A subfunction that consists of activities involved in the operation of the installation's legal office in support of the command and the installation staff.

Supplier will provide necessary legal services, including legal assistance and command service support for military justice, administrative, and civil law matters, as resources permit and as coordinated with cognizant NAVLEGSVCOM activities and other regional offices.

Receiver will comply with all Supplier directives.

**SUBFUNCTION**  
MILPERS Management**DEFINITION**

A subfunction that consists of activities involved with personnel management of the installation staff's military personnel. It includes record keeping, indoctrination, assignment to work centers, security clearance management, and other related activities.

**SUPPLIER WILL**

PASS services provided by PSA/PSD. Supplier to provide educational, transportation and travel services to all shore establishments and operating forces within required guidelines during normal working hours.

**RECEIVER WILL**

Receiver will comply with all Supplier directives.

**Postal Operations**

A subfunction that consists of activities involved in the operation of the installation's Post Office. It includes installation BOS funded activities undertaken to deliver US mail and guard mail on the installation.

Postal Ops provided by NAVSUP-FISC Norfolk.

Receiver will comply with all Supplier directives.

**Public Affairs**

A subfunction that consists of activities involved in the operation of the installation's Public Affairs office.

Supplier to provide minimal support during normal hours.

Receiver will comply with all Supplier directives.

**FUNCTION: RESOURCE MANAGEMENT****CIVPERS Management**

A subfunction that consists of activities that provide civilian personnel management and labor relations services for the installation. It includes Civilian Personnel Security Clearance support.

Services provided by the Human Resources Office. Supplier will perform services/duties within assigned deadlines/due dates during normal working hours.

Receiver will comply with all Supplier directives.

**Financial Management**

A subfunction that consists of activities that provide installation financial planning, management analysis, budget, accounting and disbursing services. It includes tenant support agreements and the management and administrative activities that support the Financial Management function.

Supplier will provide adequate financial services and conform with Navy regulations. All services to be provided during normal working hours.

Receiver will comply with all Supplier directives.

**Intra Station Moves**

A subfunction that consists of activities that manage and support installation BOS financed intra station moves.

Station O&M,N funding provides courtesy moves for families in private sector quarters who are assigned to military family housing or, when members are being moved in conjunction with a project for the revitalization of their family housing quarters.

Receiver will comply with all Supplier directives.

**FUNCTION: SUPPLY**

SUBFUNCTION		DEFINITION	SUPPLIER WILL	RECEIVER WILL
Inventory Control		A subfunction that consists of activities involved in managing stocks of supplies (either raw commodities or end-use items) necessary to support other end users. This includes commodity management, technical support, cataloging, supply standardization, stock control, training, and inventory control support. It does not include management of POL inventories.	Supplier will perform services/duties within assigned deadlines/due dates during normal working hours.	Receiver will comply with all Supplier directives.
Management and Procurement		A subfunction that provides for the management and administration of installation Supply activities. It includes procurement, contracting, contract administration and small purchasing services for the installation. It also includes maintenance of accountability records and routine inventory checks on location and condition of minor property. It includes installation support for personal property management activities and management of the CHRIMP program.	Supplier will perform procurement actions within an acceptable Procurement Action Lead Time (PALT). Supplier will provide credit cards per local instruction.	Receiver will comply with local instructions for submitting procurement requests. Receiver will comply with credit card program.
POL Management		A subfunction that consists of activities that manage and support installation POL resources.	Supplier will provide fueling services during selected hours only. Supplier will ensure POL inventory losses & gains at acceptable limits.	Receiver will comply with all Supplier directives.
SERVMART		A subfunction that consists of activities that manage and support the installation SERVMART. This subfunction applies only to installations that operate the SERVMART.	Supplier will operate a limited service SERVMART.	Receiver will comply with all Provider directives.
Warehousing		A subfunction that consists of activities involved in storing material for future use or shipment. It includes receiving, material handling (including reprocessing), issue, shipping, warehouse inventory control, internal security activities and associated transportation costs.	Supplier will stow/issue during normal working hours. Limited weekends and after hour services.	Receiver will comply with all Supplier directives.



**SUBFUNCTION****DEFINITION****SUPPLIER WILL****RECEIVER WILL****FUNCTION: INFORMATION SERVICES (IS)**  
**SUBFUNCTION: AUTOMATIC DATA PROCESSING**

IT Services/Local Area Network/Data Communications/ Audio/Visual/ Printing

A subfunction that consists of activities that support the operation and maintenance of computers, including software and hardware support. It includes centrally managed network operations and ADP support.

Although IT is considered a BOS function, funding has not been centralized. Services, as required, are funded by the requiring activity. IT includes the operation of Local Area Networks, Metropolitan Area Networks, and Wide Area Networks. IT includes video and data transmissions.

Receiver will fund for IT services, as required.

Security (Information Systems Security)

A subfunction that consists of information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

Information Assurance policy, including computer security accreditation policy, will be in accordance with CINCLANTFLTINST 5239 series instructions. Network security policy, including firewall policy, will be established by CINCLANTFLT and enforced via the Network Operation Centers.

Follow all policies and processes promulgated by CINCLANTFLT Security Instructions (5239 series).

**SUBFUNCTION: BASE COMMUNICATIONS**

Telephone Equipment/Service

A subfunction that consists of activities that operate, equip, maintain and manage the Base Communications Office (BCO). It includes activities that provide base-level administrative telephone services to Navy and non-Navy customers. It also includes the operation, maintenance, and management of switches and on-base telephone cable plants. The subfunction also includes the operation of "centrally managed" intercommunication systems such as intercoms, walkie-talkies, electronic pagers and other communications devices.

Basic, recurring telephone (voice) services are managed by the Naval Computer and Telecommunications Command (NCTC) through the Base Communications Offices and reimbursed by the tenant. Customer unique phone services (e.g., long distance calls and special equipment) are considered mission requirements of the tenant, and the cost of these unique services shall be reimbursed by the tenant.

Receiver will reimburse supplier for services. This includes customer unique phone services (e.g., long distance calls and special equipment).

**TABLE OF SERVICES AND PROVIDERS**

<b>CORE BUSINESS AREA</b>	<b>FUNCTION</b>	<b>PROVIDER OF SERVICE</b>
<b>AIRFIELD OPERATIONS</b>	<b>AIR OPERATIONS</b>	<b>Air Operations Program Manager</b>
	Cargo Handling	Logistics Program Manager (Air Terminal)
	Crash and Rescue	Public Safety Program Manager
	Passenger Terminal Operations	Logistics Program Manager (Air Terminal)
	Ordnance	Ordnance Program Manager
<b>SEAPORT SUPPORT</b>	<b>PORT SERVICES</b>	<b>Port Operations Program Manager</b>
	Berthing & Hotel Services	Port Operations Program Manager
	Port Logistics	Port Operations Program Manager
	Tugs and Craft	Port Operations Program Manager
	Sea Air Rescue	Coordinated via Public Safety Program Manager
	Spill Response	Public Works Center, Norfolk; Public Safety Program Manager
	Ordnance	Atlantic Ordnance Command, Ordnance Program Manager
<b>OTHER MISSION SUPPORT</b>	<b>MISCELLANEOUS SUPPORT</b>	
	Mobilization	Installation Commander
	Museums	Commander, Navy Region Mid-Atlantic
	Health Care	Naval Medical Center; Naval Dental Center
	Retail Service	Navy Exchange Service Center
<b>COMMUNITY SUPPORT(QOL)</b>	Commissary	Defense Commissary Agency (DECA)
	<b>SHELTER/SUBSISTENCE</b>	<b>Support Services Program Manager</b>
	Bachelor Qtrs.	Support Services Program Manager
	Galley	Support Services Program Manager
	<b>FAMILY HOUSING SUPPORT</b>	
	Management	Provided by Support Services Program Manager and funded by Atlantic Division, Naval Facilities Engineering Command (LANTDIV). Reimbursement to COMNAVREG MIDLANT
	Operations and Maintenance	Provided and funded by Atlantic Division, Naval Facilities Engineering Command (LANTDIV).
	Police and Fire Protection	Provided by Public Safety Program Manager and funded by Atlantic Division, Naval Facilities Engineering Command (LANTDIV). Reimbursement to COMNAVREG MIDLANT
	<b>MWR (All)</b>	<b>Support Services Program Manager</b>
	<b>CHILD DEVELOPMENT PROGRAM</b>	<b>Support Services Program Manager</b>
<b>FACILITY MANAGEMENT</b>	Center Care	Support Services Program Manager
	<b>FAMILY SERVICE CENTER (FSC)</b>	<b>Support Services Program Manager</b>
	Family Advocacy Program (FAP)	Support Services Program Manager and funded by NAVPERSCOM. Reimbursable to COMNAVREG MIDLANT
	<b>MILPERS SERVICES</b>	
	Ceremonial Guard	Commander, Navy Region, Mid-Atlantic
	ESO/Campus	Installation Commanders; Navy Education and Training Program Management (NETPMSA)
	Pay and Personnel Support	Personnel Support Activity (PERSUPPACT); Personnel Support Detachment (PERSUPPDET)
	<b>PUBLIC WORKS MANAGEMENT</b>	<b>Public Works Center (PWC), Norfolk</b>
	Management and Administration	Public Works Center, Norfolk
	Installation Plans and Engineering	Public Works Center, Norfolk
<b>FACILITY MANAGEMENT</b>	Real Estate Management	Facilities assignments – Public Works Center, Norfolk; other support - Naval Facilities Engineering Command, Atlantic Division (LANTDIV)
	<b>UTILITIES</b>	<b>Public Works Center, Norfolk</b>
	<b>FACILITY MAINTENANCE</b>	<b>Public Works Center, Norfolk</b>
	CBU/1 <sup>st</sup> LT/Self Help	CBU – Naval Construction Battalion; 1 <sup>st</sup> LT – Installation Commanders; Self-help – Facilities Program Manager
	Emergency/Service Work	Public Works Center, Norfolk
	Maintenance	Public Works Center, Norfolk

# COMMANDER, NAVY REGION, MID-ATLANTIC

CORE BUSINESS AREA	FUNCTION	PROVIDER OF SERVICE
	Preventive Maintenance	Public Works Center, Norfolk
	<b>BUILDING SERVICES</b>	<b>Public Works Center, Norfolk</b>
	Janitorial	Public Works Center, Norfolk
	Pest Control	Public Works Center, Norfolk
	Refuse Collection/Recycling	Public Works Center, Norfolk
	<b>GROUND MAINTENANCE</b>	<b>Public Works Center, Norfolk</b>
	Grounds Maintenance and Landscaping	Public Works Center, Norfolk
	Street Sweeping and Snow Removal	Public Works Center, Norfolk
	<b>TRANSPORTATION</b>	<b>Public Works Center, Norfolk</b>
	Management and Administration	Public Works Center, Norfolk
	Vehicles	Public Works Center, Norfolk
	<b>ENVIRONMENTAL</b>	<b>Public Works Center, Norfolk</b>
<b>PUBLIC SAFETY</b>	<b>FORCE PROTECTION</b>	<b>Public Safety Program Manager</b>
	Disaster Prep	Installation Commanders
	Guard/Security/Law Enforcement/Crime Prevention	Public Safety Program Manager
	EOD Services	Public Safety Program Manager
	<b>FIRE AND SAFETY</b>	<b>Public Safety Program Manager</b>
	Emergency Medical Response	Public Safety Program Manager
	Fire Protection HAZMAT	Public Safety Program Manager
	Centrally Managed Safety Program/NAVOSH	Public Safety Program Manager
<b>COMMAND SUPPORT</b>	<b>COMMAND</b>	
	Chaplain Services/Religious Ministry	Installation Commanders
	Legal	Navy Legal Service Office; Installation Commanders
	MILPERS Management	Personnel Support Activity (PERSUPPACT Norfolk) and Personnel Support Detachments (PERSUPPDETS) Commander, Navy Region Mid-Atlantic
	Postal OPS	Fleet and Industrial Supply Center (FISC), Norfolk
	Public Affairs	Commander, Navy Region, Mid-Atlantic and Installation Commanders
	<b>RESOURCES MANAGEMENT</b>	
	CIVPERS Management	Human Resources Office (HRO), Norfolk; Human Resources Service Center (HRSC) – East  Commander, Navy Region, Mid-Atlantic
	Financial Management	Commander, Navy Region, Mid-Atlantic Regional Comptroller/ Business Office
	<b>SUPPLY</b>	<b>Supply &amp; Logistics Program Manager</b>
	Mgmt. and Procurement	Supply & Logistics Program Manager
	SERVMART	Fleet and Industrial Supply Center (FISC), Norfolk
	Warehousing	Supply & Logistics Program Manager; Defense Distribution Depot
	<b>INFORMATION TECHNOLOGY (IT)</b>	<b>Information Technology Program Manager</b>
	ADP/IT Services (Telephone Equipment/Services)	Navy Computer and Telecommunications Area Master Station Atlantic (NCTAMSLANT)